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| **APPLICATION FOR REAL ESTATE ADVERTISING SIGNS ON** **COUNCIL LAND - 2021/2022****You can now pay and apply for this permit online – visit** [**www.whitehorse.vic.gov.au**](http://www.whitehorse.vic.gov.au) |

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| **Business Details** |
| Business Name |  |
| Contact Person Name |  |
| BusinessPostal Address |  |
| Phone (mobile) |  | Phone (b/hours) |  |
| Business Email |  |

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| **Documentation to be attached with the application form** |
| In order for this application to be considered you are required to provide copies of the following documents:* Current Certificate of Liability for a minimum of 10 million dollars (AU$10,000,000) cover held by the business – Obtain from insurer
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| **Signage on Council Land Options Available (Please tick)** |
| Portable advertising signs | Advertising Board outside a Whitehorse premises |
| Goods outside a Whitehorse business premise |  |

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| **Annual Permit Cost** |
| Cost of Permit | $530.00 |  |



**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The personal information collected is required for processing your Local Laws permit in accordance with the Road Management Act 2004 and Community Local Law 2014*,* managing the administration of your Local Laws permit and for any later renewal. Intended recipients of the information are authorised Council officers. Without consent your application may not be processed online. The information will remain for Council use only and not be disclosed except as required by law or if consent is provided to do so. You may view [Council’s Privacy Policy online](https://www.whitehorse.vic.gov.au/sites/whitehorse.vic.gov.au/files/assets/documents/Information-Privacy-Policy_0.PDF) and access your information by contacting Compliance Department on 9262 6333.

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| **Permit Conditions** | * The permit fee must be paid before use
* The applicant must supply valid copies of the required documentation
* The permit is only valid for the time period stated on the permit
* The permit is not transferrable:
	+ Permits are not to be leased, sold or given away
	+ No form of advertising of a permit for rent, lease, sale profit or other beneficial or fraudulent consideration of causing such an advertisement to be published is permitted
* At the conclusion of the permit period a new application form must be submitted
* No more than two portable signs for property and one advertising sign outside the property for sale or lease in Whitehorse
* One sign only to be placed outside your business premises in Whitehorse
* Signs to be no more than 1 m X 600mm
* Permits are for a maximum period of 12 months
* Permits are subject to annual renewal and payment of a renewal fee set by Council
* Permit applications must meet the requirements of the [general footpath trading guidelines (PDF 430.13KB)](https://www.whitehorse.vic.gov.au/sites/whitehorse.vic.gov.au/files/assets/documents/Footpath%20Trading%20Guidelines.pdf) or [specific footpath trading guidelines for Carrington Road, Box Hill (PDF 1.6MB)](https://www.whitehorse.vic.gov.au/sites/whitehorse.vic.gov.au/files/assets/documents/Footpath%20Trading%20Guidelines%20%E2%80%93%20Annexure%20for%20Carrington%20Road%20Box%20Hill.pdf)
* Permit holders should ensure disabled/accessible parking has a 2-metre clearance to avoid obstruction
* Permit holder must display permit sticker provided in the front of the building so it can be seen from the street
* The permit may be suspended by an authorised Council Officer for any reason at any time. No permit fee will be refunded
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| **Breach of Permit Conditions** | * The permit may be cancelled
* Fines may be issued
* Costs incurred by Council may be charged directly to the permit holder
* Goods or equipment may be impounded
* Future permit applications may be declined
* No refunds will be given where a permit is cancelled due to breach of its conditions.
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| **How to submit your application?** | * Via email by sending to: customer.service@whitehorse.vic.gov.au
* Via mail by sending to:

Community Laws, Whitehorse City Council, Locked Bag 2, Nunawading Delivery Centre, VIC 3110* In person at one of the Whitehorse City Council Customer Service Centres (refer to Payment Options)
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| **Council Considerations** | In deciding whether to grant a permit the Council will take into consideration:* Details supplied by the permit applicant
* The suitability of the supporting documentation for this application
* The applicant’s record in applying for similar permits and adherence to permit conditions
* The effect on the quiet enjoyment of other users of the municipal place or road and the amenity of the area
* Whether any undue obstruction will be caused to pedestrians or vehicle traffic in the area specified
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| **How long before you receive a response?** | * Allow 10 days to process your application

Note: The permit process may be delayed if the required documentation is not provided, is out of date or insufficient. |
| **Unsuccessful applications** | * You will be notified in writing and any permit application fee will be refunded
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| **Link to further information** | C:\Users\gast\Downloads\b6dc87b369bfba59284b738a1bb6e31c.png<https://www.whitehorse.vic.gov.au/living-working/business/council-public-space/footpath-trading>  |